

**REGISTRY OF COMPANIES AND BUSINESS NAMES  
HELP GUIDE ON  
ANNUAL RETURN FILING**

Please note that Company and Business Names used within this help guide are for illustrative purposes only. Any similarity to actual Company or Business Names is coincidence.

Should you have any inquiries with regards to the ROCBN system, kindly contact our ROCBN Help Desk at **+673 2380505** or email them at [info.rocbn@mof.gov.bn](mailto:info.rocbn@mof.gov.bn)

Registry of Companies and Business Names Operating hours are from:  
Monday – Thursday & Saturday, 8.00 am – 3.30 pm.

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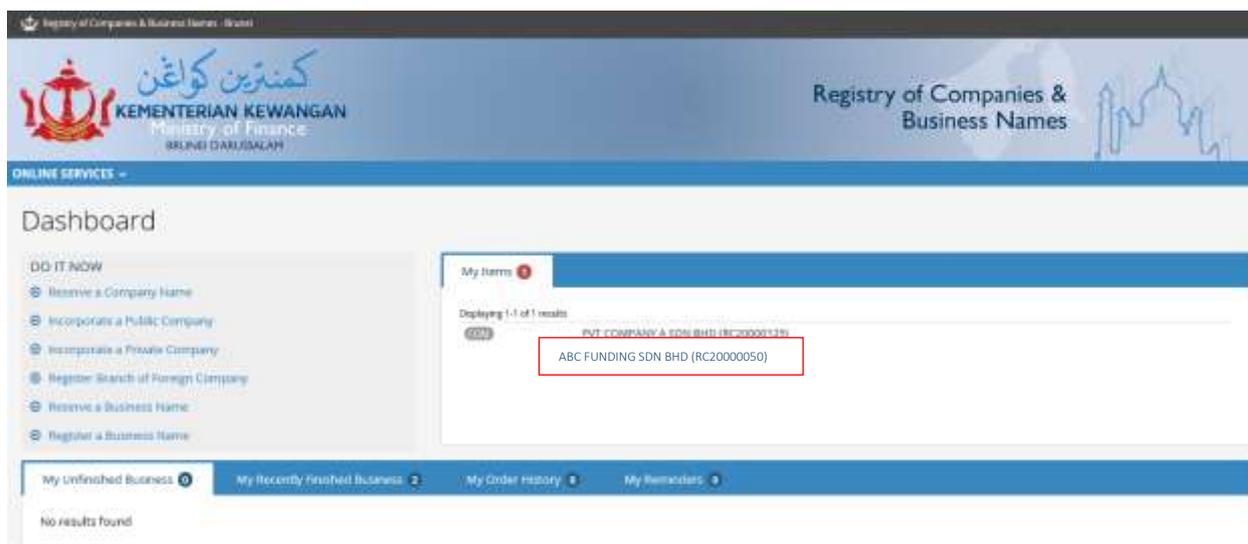
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## ANNUAL FILING

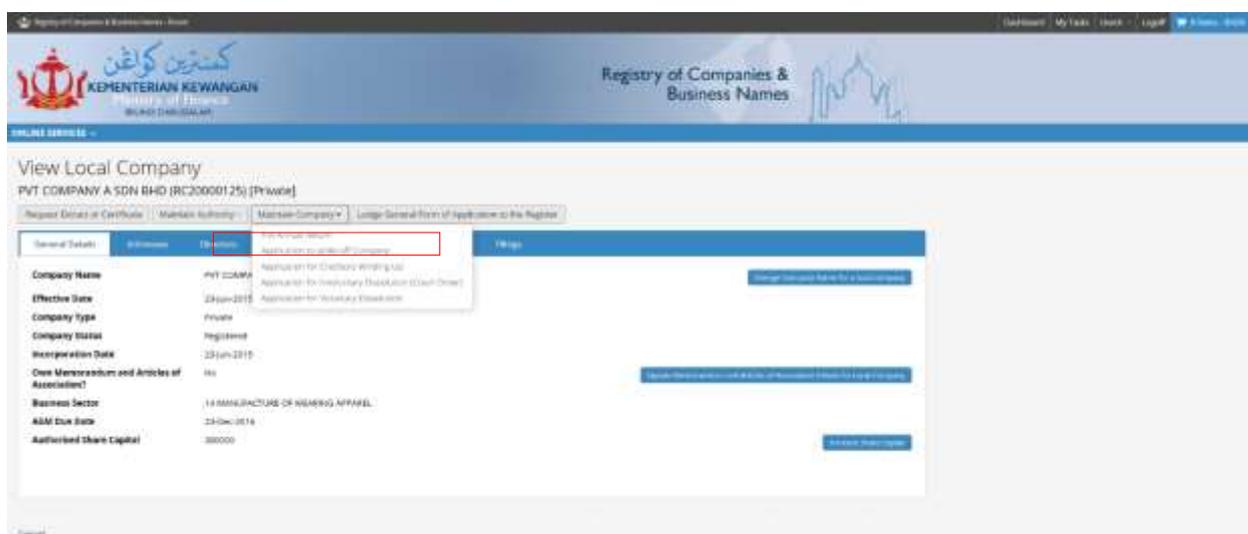
The Annual Returns filing component is available within each company application. Newly incorporated companies are expected to hold their first Annual General Meeting (AGM) within **six (6)** to eighteen **(18)** months of their incorporation date. The Annual Returns should then be filed within **28 days** of the Annual General Meeting date.

### STEPS TO FILE ANNUAL RETURNS

1. Under **My Items**, select the company which is due for Annual Returns filing.



2. Click on 'Maintain Company'. From there, select File Annual Return.



- The File Annual Return page consists of a few sections which simply require you to verify company details and confirming that they are correct by indicating each checkbox provided.

## File Annual Return

Expires in: 10 working days on 07/07/2015 @ 12:09 PM

ABC FUNDING SDN BHD (RC20000050) [Private]

### Annual Return for December 2016

If the details displayed are not correct then save the annual return and use the relevant services to make the appropriate corrections. You must then return and complete this annual return.

#### General Details

Entity Status	Registered
Incorporation Date	01-Jul-2014
Business Sector	13 MANUFACTURE OF TEXTILES

Confirm General Details as Correct

#### Addresses

Registered Office Address	abc, Brunei-Muara, bb3333, Brunei Darussalam
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Confirm Address Details as Correct

#### Directors

<b>Director 1</b>	
Full Name	Director 1
Nationality	Brunei Darussalam
Gender	Male
ID Type	IC-Yellow
Identity Number	00100001
Residential Address	add 1, Brunei-Muara, bb4444, Brunei Darussalam
Date of Birth	01-Jan-1930
Business Occupation	teacher
Email	[Not Provided]
Appointment Date	05-Jun-2015

<b>Director 2</b>	
Full Name	Director 2
Nationality	Brunei Darussalam
Gender	Male
ID Type	IC-Yellow
Identity Number	00200001
Residential Address	add 2, Brunei-Muara, bb5555, Brunei Darussalam
Date of Birth	01-Feb-1940
Business Occupation	teacher
Email	[Not Provided]
Appointment Date	09-Jun-2015

Confirm Director Details as Correct

Help Guide  
Annual Filing

**Shares & Shareholders**

Authorized Share Capital 500000

Is there more than one class of share for this company? No

**Shareholders**

**Shareholder 1**

Shareholder is also a director Yes

Full Name Director 1

Nationality Brunei Darussalam

Gender Male

Residential Address add 1, Brunei-Muara, bb4444, Brunei Darussalam

Number of shares 100000

Appointment Date 03-jun-2015

**Shareholder 2**

Shareholder is also a director Yes

Full Name Director 2

Nationality Brunei Darussalam

Gender Male

Residential Address add 2, Brunei-Muara, tg55555, Brunei Darussalam

Number of shares 200000

Appointment Date 03-jun-2015

Confirm Shareholder Details as Correct

- The final section requires you to enter the Annual General Meeting (AGM) date, upload any supporting documentation and click Apply.

Date of Annual Return 23-jun-2015

Annual Return Month December

AGM Date \* 21-May-2015

**Documents**

Supporting Documents

5. Make payment online. For steps on how to make payment over the counter, please refer to the Payment Options Guide.



## Fee Payment

Annual return for ABC FUNDING SDN BHD (RC20000050)

<b>Owner:</b>	BAGAdmin1	<b>Reference:</b>	2c47a1a7bc0c0942
<b>Applicant Name:</b>	Registrar of Companies	<b>Status:</b>	Pending
<b>Charging Application:</b>	brunei-companies	<b>Created Date:</b>	23-Jun-2015 13:31:09
		<b>Code 1:</b>	RC20000050
		<b>Code 2:</b>	ABC FUNDING SDN BHD

**Fees** All fees are in Brunei Darussalam Dollar (BND)

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
Notice of Annual Return	ABC FUNDING SDN BHD	RC20000050	BND20.00	BND0.00	BND20.00

Fees: BND20.00  
Paid: BND0.00  
**Remaining: BND20.00**

**Transaction Details**

**Currency:** Brunei Darussalam Dollar (BND)

**Amount (Payment):\***

**Client Reference:**

**Payment Method:\***

**Credit Card Transaction Details**

**Card Transaction Id:**

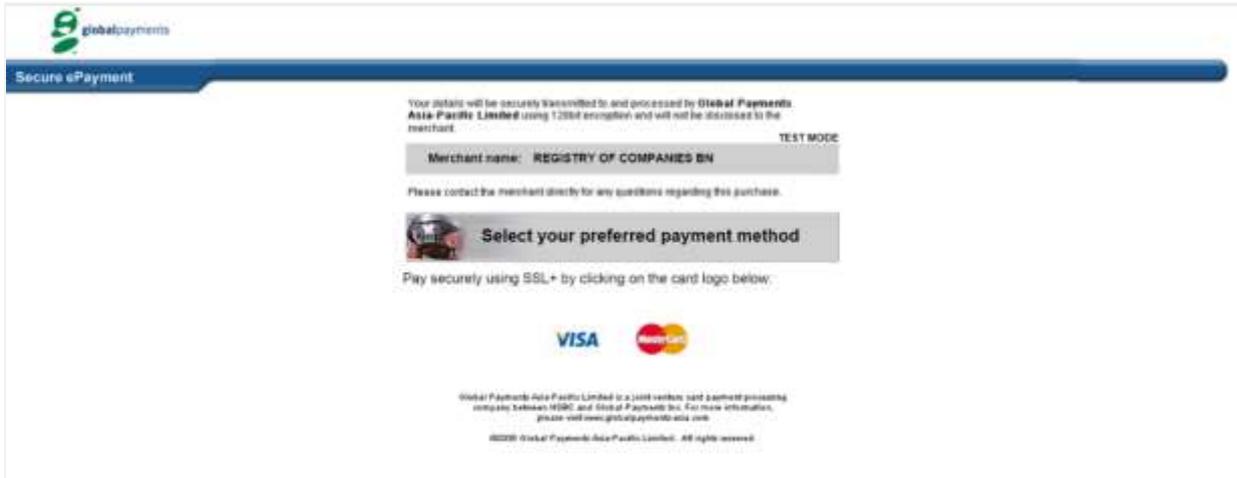
**Authorisation Code:**

**Notes**

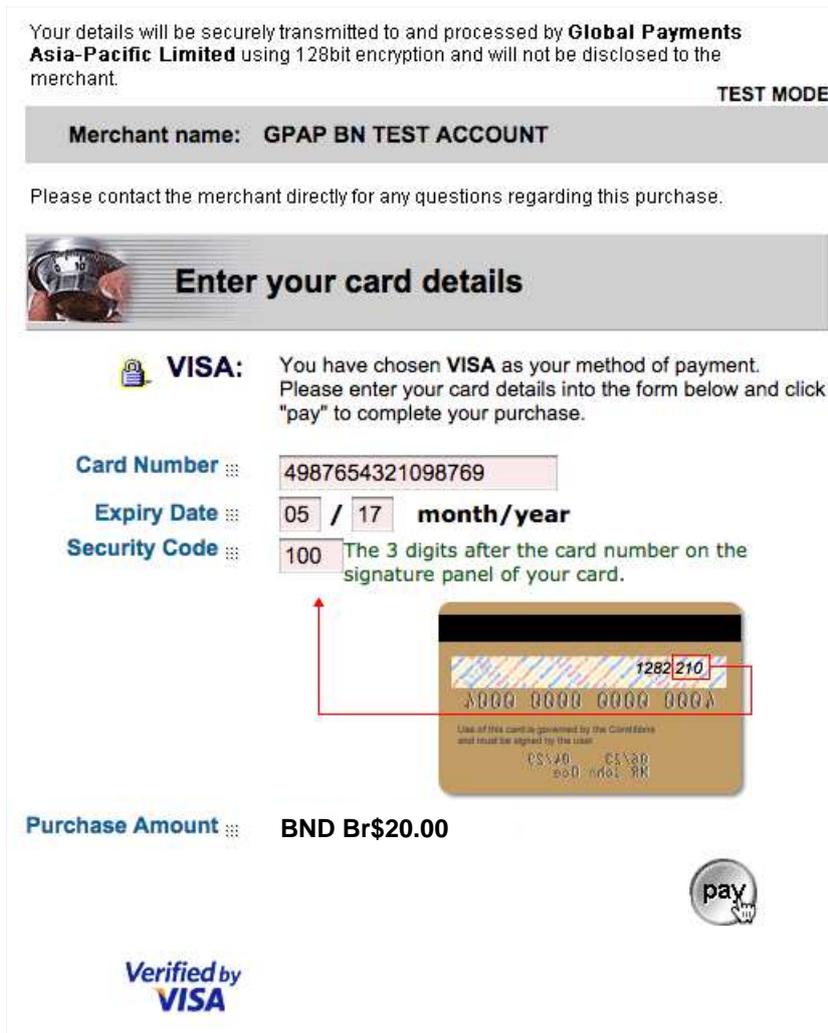
**Note:**

**Supporting Documents**

6. Select preferred payment method.



7. Enter credit card details.



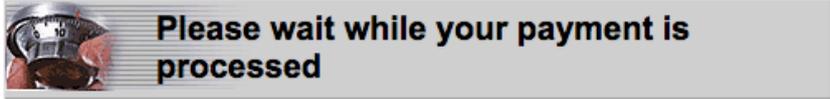
8. Payment processing. Please wait for payment confirmation and receipt.

Your details will be securely transmitted to and processed by **Global Payments Asia-Pacific Limited** using 128bit encryption and will not be disclosed to the merchant.

**TEST MODE**

**Merchant name: GPAP BN TEST ACCOUNT**

Please contact the merchant directly for any questions regarding this purchase.



**Please wait...**

**The server is processing your payment using VISA for the value of  
| BND Br\$20.00**

Global Payments Asia-Pacific Limited is a joint venture card payment processing company between HSBC and Global Payments Inc. For more information, please visit [www.globalpayments-asia.com](http://www.globalpayments-asia.com)

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9. Payment confirmation.

### View Basket

Annual return for ABC FUNDING SDN BHD (RC20000050)

<b>Owner</b>	BAGAdmin1	<b>Reference</b>	2c47a1a7bc0c8942
<b>Applicant Name</b>	Registrar of Companies	<b>Status</b>	Closed
<b>Charging Application</b>	Brunei-companies	<b>Created Date</b>	23-Jun-2015 13:31:08
		<b>Code 1</b>	RC20000050
		<b>Code 2</b>	ABC FUNDING SDN BHD

**Fee** All fees are in Brunei Darussalam Dollar (BND)

Description	Subject Name	Subject Number	Line Net Amount	Line Tax Amount	Line Total Amount
<a href="#">Invoice of Annual Return</a>	ABC FUNDING SDN BHD	RC20000050	BND20.00	BND0.00	BND20.00

Fees: BND20.00  
Paid: BND20.00  
**Remaining: BND0.00**

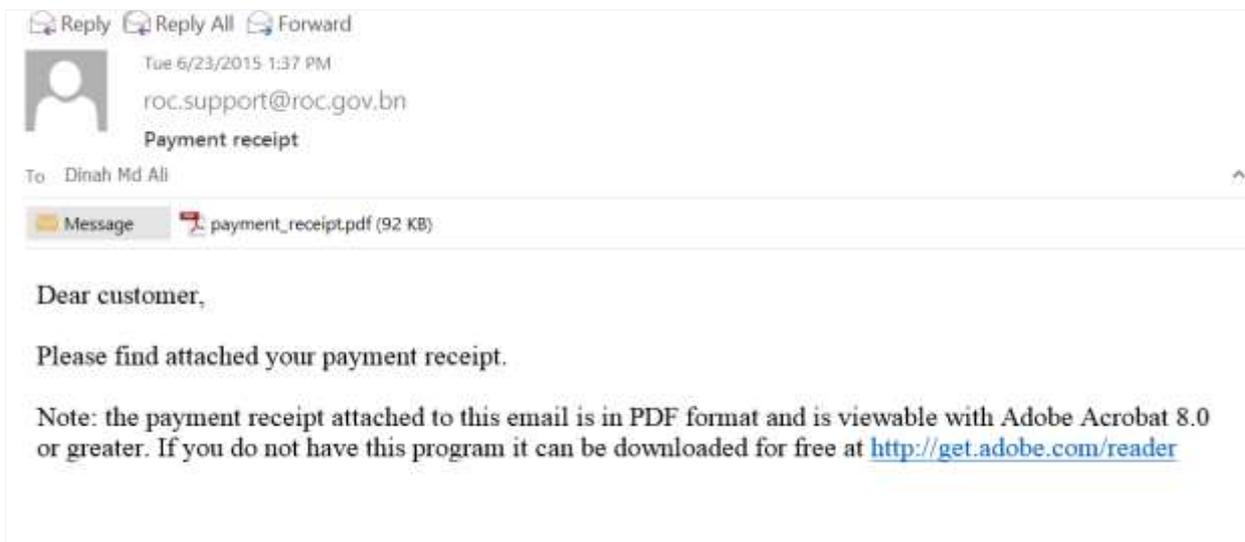
**Transaction Details**

Reference	Client Reference	Date	Status	Method	Amount
<a href="#">Invoice of Annual Return</a>		23 Jun 2015	Success	CARD CARD	BND20.00
<a href="#">Payment Receipt</a>	<a href="#">payment_receipt.pdf</a>				

[Change Receipt](#) [REFUND](#) [CONTINUE](#)

10. Click continue. You will be returned back to your dashboard.

11. You will receive an email containing a copy of your payment receipt.



12. PDF copy of receipt.

